

SOLDIER'S BENEFIT HANDBOOK



**California Army National Guard
FY 05**

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INTRODUCTION

This guide provides information on the eligibility requirements, application procedures and benefits for all California Army National Guard (CA-ARNG) education programs. Consult your state Education Services Officer (ESO), or visit <http://www.calguard.ca.gov/milpo/cived.htm> for the most current information on ARNG and federal education programs.



OUR MISSION

We aim to inform, advise and educate soldiers of all ranks about educational opportunities available as a member of the California Army National Guard. We want to help every soldier achieve his/her personal and professional goals in education and assist in the retention of qualified soldiers.

MONTGOMERY GI BILL

Montgomery GI Bill (MGIB) is a federally funded program administered by the Veterans Administration (VA) for the educational development of service members. Eligible soldiers receive a maximum of 36 months of MGIB benefits for full time study. Payments are prorated for part time study. For current MGIB information visit the Veterans Administration web site at <http://www.gibill.va.gov/>. Click on "News" for current rates.

Montgomery GI Bill - Selected Reserve (MGIB-SR) (Chapter 1606)

The MGIB-SR program may be available to you if you are a member of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve, Coast Guard Reserve, the Army National Guard and the Air National Guard.

You may use the MGIB-SR for any degree program (Associate through Doctoral), certificate or correspondence courses, cooperative training, independent study programs, apprenticeship/on-the-job training, and vocational flight training programs. Remedial, refresher and deficiency training are available under certain circumstances.

Eligibility for this program is determined by the Selected Reserve components. (See Eligibility Criteria Checklist, Figure 1). VA makes the payments directly to the individual receiving benefits. Once eligible, you are entitled to receive up to 36 months of education benefits.

FY05 MONTHLY RATES FOR PERSONS TRAINING UNDER THE MONTGOMERY GI BILL - SELECTED RESERVE				
TYPE OF TRAINING	FULL TIME	THREE-QUARTER TIME	HALF- TIME	LESS THAN HALF TIME
INSTITUTIONAL	\$288.00	\$216.00	\$143.00	\$71.50
COOPERATIVE	\$288.00 (Full Time Only)			
CORRESPONDENCE	Entitlement Charged At The Rate Of One Month For Each \$288.00 Paid.			
APPRENTICESHIP	First 6 Months		\$216.00	
ON-THE-JOB	Second 6 Months		\$158.40	
TRAINING	Remainder of Program		\$100.80	
FLIGHT	Entitlement Charged At The Rate Of One Month For Each \$288.00 Paid.			

MGIB-SR Eligibility Requirements:

- ☛ Be an active drilling member of the Army National Guard (ARNG).
- ☛ Enlist, reenlist, or extend in the ARNG for a period of not less than 6 years. If you are an officer, you must agree to serve six years in addition to any current obligation.
- ☛ Complete Initial Active Duty Training (IADT). Officers who have not previously completed IADT must complete Officer Basic Course (OBC) to be eligible for the basic MGIB benefit.
- ☛ Have a high school diploma or equivalent prior to applying for benefits.

To Apply:

☛ Enlisted

- Complete an Eligibility Criteria Checklist form. (See Figure 1)
- Provide a copy of the first 6-year enlistment contract.
- Provide a certificate of Release of Discharge From Active Duty (DD Form 214) for completion of IADT and a copy of a high school diploma or equivalency certificate.
- Complete a Notice of Basic Eligibility (NOBE - DD Form 2384-1).

☛ Officers

- Complete an Eligibility Criteria Checklist form.
- Complete NOBE (DD Form 2384-1).
- Complete the Officer Service Agreement Selected Reserve Educational Assistance Program (DD Form 5447-R). (See Figure 2)

NOTE: Application Packets must be submitted to:

CAARNG, HHD, JFHQ

ATTN: CAMP-CE

Box #26/9800 Goethe Rd. Sacramento, CA. 95827

To Obtain Benefits:

- ☛ Complete an Application for Education Benefits (VA Form 22-1990) and meet with the VA representative at the college (or your place of employment if you are in a job training program).
- ☛ The VA Rep will complete an Enrollment Certificate (VA Form 22-1999) and submit it, along with the VA Form 22-1990 and a copy of your NOBE to the regional VA office for processing.
- ☛ In order to continue receiving benefits, you must verify your enrollment each month by completing a Student Verification of Enrollment (VA Form 22-8979). You may process the form by telephone at **1-877-823-2378**. When the system tells you that you're certified, the verification is complete and you do not have to return the form.

Please note:

Once you meet the MGIB-SR eligibility requirement, you have 14 years from the eligibility date indicated on the date of your NOBE to use the MGIB-SR benefits, or until you separate from the ARNG, whichever is sooner. Some exceptions may apply. Consult your ESO prior to separation.



Montgomery GI Bill Kicker

Some soldiers may also be eligible to receive additional benefits through the Montgomery GI Bill Kicker program. This program applies only to specific units or MOSs. The Kicker program is considered an incentive and soldiers must meet the eligibility requirements and sign a valid Kicker contract in order to qualify. The Department of Veterans Affairs administers monthly payments for the MGIB Basic and Kicker Programs. All Kicker contract amounts are valid for the entire term of the contract regardless of future increases or decreases. Consult the MGIB Manager at (916) 854-3250 to determine eligibility and application procedures.

In order to receive the Kicker, soldiers must be eligible for the MGIB Basic benefit (Chapter 1606 or Chapter 30) and meet the following criteria:

- ☛ **Obligation.** Enlist/reenlist and remain in the ARNG for a period of six (6) years or extend their current enlistment in the ARNG to have six (6) years remaining from the date of extension.
- ☛ **Position.** Be assigned to a valid, Modified Table of Organization and Equipment (MTOE) position vacancy. Table of Distribution and Allowance (TDA) units are not authorized the MGIB Kicker.
- ☛ **Education.** Possess a high school diploma or its equivalency.
- ☛ **Training.** Complete the IADT period required for their position. For enlisted personnel this includes Basic Training (BT) and Advanced Individual Training (AIT) or its equivalent. For officers this includes BT and AIT or Officer Basic Course (OBC).

Categories and Rates

In addition to the basic criteria, applicants/soldiers must also meet the specific criteria for their MGIB Kicker category as specified below:

Non-Prior Service Applicants - \$200

- ☛ Enlist in a critical Military Occupational Skill (MOS) approved by National Guard Bureau (NGB-ARH) in any MTOE unit in the ARNG.
- ☛ Score a 50 or higher, (Test Score Category I-III A), on the Armed Services Vocational Aptitude Battery (ASVAB).

Prior Service Applicants - \$200

- ☛ Enlist and remain in the ARNG for 6 years, in a valid position vacancy, in a high priority unit.
- ☛ Enlist directly from an active component no later than 30 days after Expiration Term of Service (ETS).
- ☛ Be qualified in the MOS for which you enlist and be skill level 1 or 2 (Sergeant or below).

Prior Service without Military Service Obligation (MSO) - \$200

- ☛ Enlist in any MOS in any MTOE unit in the ARNG. Must be qualified in the MOS for which they enlist and be skill level 1 or 2 (Sergeant or below).
- ☛ Be currently serving on active duty or enlist no later than 30 days after Expiration Term of Service (ETS).
- ☛ Note: PS applicants who enlist in the ARNG more than 30 days after ETS qualify for the MGIB Kicker only if they have completed their Military Service Obligation (MSO) and have less than 14 years of total military service at the time of enlistment.

Current ARNG Soldiers - \$200

- ☛ Reenlist/extend in any MOS in any MTOE unit in the ARNG. Must be qualified in the MOS for which they enlist and be skill level 1 or 2 (Sergeant or below).
- ☛ Served the past three consecutive years in an active drilling status in the ARNG without a break in service (Inactive National Guard constitutes a break).
- ☛ Current ARNG Officers in the grade of 1st or 2nd Lieutenant who have not yet obtained a baccalaureate degree are also eligible under this category. These soldiers are not required to have served three consecutive years in the ARNG.

Note: Current ARNG soldiers who meet the criteria listed on the previous page may reenlist/extend for the MGIB Kicker at “anytime” during their enlistment; they do not have to wait until they are within 90 days of their current enlistment.

Officer Candidates and Simultaneous Members (SMP) - \$350

ARNG Officer Candidate programs include State or Federal Officer Candidate School (OCS), Accelerated OCS, Warrant Officer Candidate School (WOCS) and the Simultaneous Membership Program (SMP). All officer candidates, warrant officer candidates and simultaneous members in any MTOE unit who hold an MOS and meet the following criteria may reenlist/extend for the MGIB Kicker:

- ☛ **Officer Candidate School (OCS).** State OCS candidates are eligible to extend their enlistment and sign a MGIB Kicker contract after completing Phase I (the first 2 week training period) of the State OCS Program. Newly appointed Second Lieutenants are eligible to sign a \$350 MGIB Kicker contract up to 90 days after accepting their commission in the ARNG. OCS graduates who apply for the MGIB Kicker after 90 days from course completion will be categorized as a **Current ARNG Soldier** as identified above.

- ☛ **Warrant Officer Candidate School (WOCS).** Warrant Officer Candidates are eligible to extend their enlistment and sign a MGIB Kicker contract after they have been appointed on orders as a Warrant Officer Candidate.

- ☛ **Simultaneous Membership Program (SMP).** SMP participants who are enrolled in the Reserve Officer Training Corps (ROTC) Advanced Course (usually MS III or IV), are eligible to sign a MGIB Kicker contract effective the date of the SMP Agreement (NGB Form 594-1) and the ROTC Advanced Course Contract (DA Form 597-3) have been signed, whichever is later.

Please note:

ARNG soldiers who complete the required six-year obligation, stipulated in the MGIB Kicker contract, may transfer to any skill, unit, or RC (in an active drilling status) and retain eligibility for the MGIB Kicker.



Sources of Funding For Use With MGIB Kicker

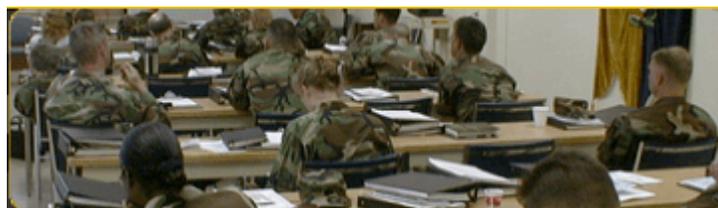
Soldiers may combine the MGIB Kicker with other federal benefits subject to the following limitations:

ARNG Federal Tuition Assistance (FTA). Soldiers eligible to receive the MGIB-SR or AD may also receive ARNG FTA for the same courses based on the following:

- ☛ Soldiers eligible to receive the MGIB-SR or MGIB-AD must be enrolled at least half time.
- ☛ Soldiers eligible to receive the MGIB-AD who have contracted for a MGIB Kicker in the ARNG are NOT authorized to receive ARNG FTA simultaneously for the same course. These soldiers may, however, receive ARNG FTA for any course(s) beyond what is considered full-time enrollment by the school.

Dedicated Guard Scholarship. Soldiers who are recipients of a Dedicated Guard Scholarship (Title 10 USC, Section 2107) are not eligible to receive the MGIB-SR basic benefit or MGIB Kicker incentive with the scholarship. Soldiers who are recipients of the MGIB-AD and a MGIB Kicker from the ARNG, may not receive the MGIB Kicker incentive with the Scholarship.

Reserve Forces Duty Scholarship. Soldiers eligible to receive the MGIB Kicker from the ARNG who become recipients of a Reserve Forces Duty Scholarship (Title 10 USC, Section 2107 a) are eligible to receive the scholarship, MGIB-SR or AD basic benefits, and the MGIB Kicker concurrently.



Montgomery GI Bill- Active Duty (MGIB-AD) (Chapter 30)

The MGIB-AD program may be available to you if you are a member of an Active Component. The Active Component includes the Army, Navy, Marines, Air Force and Coast Guard. (AGR, Title 10 and Title 32).

The MGIB-AD program provides up to 36 months of education benefits. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances. For the most current information on MGIB-AD visit the Veterans Administration web site at <http://www.gibill.va.gov/>. Click on "News" for current rates.

FY05 BASIC MONTHLY RATES*			
TYPE OF TRAINING	FULL TIME	THREE-QUARTER TIME	HALF-TIME
INSTITUTIONAL	\$1,004.00	\$753.00	\$502.00
LESS THAN HALF TIME	Tuition and Fees, Not to Exceed the Rate of \$502.00 For Less Than Half-Time But More Than One Quarter-Time and \$251.00 For One Quarter-Time.		
COOPERATIVE	\$1004.00 (Full Time Only)		
CORRESPONDENCE	Entitlement Charged At The Rate Of One Month For Each \$1004.00 Paid.		
APPRENTICESHIP	First 6 Months	\$753.00	
ON-THE-JOB	Second 6 Months	\$552.20	
TRAINING	Remainder of Program	\$351.40	
FLIGHT	Entitlement Charged At The Rate Of One Month For Each \$1004.00 Paid.		

** Rates may be lower for those with less than 3 years of Active Duty. Check the VA web site for current rates. For soldiers who are currently serving on AD/AGR, MGIB-AD will only pay up to the cost of tuition and fees, not to exceed the current full-time rate.*

MGIB-AD Eligibility Requirements:

- ☛ There are several eligibility categories for MGIB-AD. To determine your eligibility status, consult the CAARNG MGIB Manager at (916)854-3250 or visit the VA web site at <http://www.gibill.va.gov/>.

You may be eligible if:

- ☛ You were on active duty for the first time on or after 1 July 1985;
- ☛ You have never declined MGIB-AD;
- ☛ You served on Active Duty for a minimum of 2 years.

Note: *You must obtain a high school diploma or an equivalency certificate before applying for MGIB-AD. Completing 12 hours toward a college degree meets the requirement.*

Note: *If your first period of Active Duty was in a Title 32 status between 1 July 1985 and 29 Nov 1989, you must have elected to enroll in MGIB by 9 July 97.*

To Enroll:

- ☛ Complete a DD Form 2366 and submit to the MGIB manager in the Civilian Education Office.

CAARNG, HHD, JFHQ
ATTN: CAMP-CE
Box #26/9800 Goethe Rd. Sacramento, CA. 95827

- ☛ Finance will reduce your military pay by \$100 per month for 12 months.

To Obtain Benefits:

- ☛ Complete an Application for Education Benefits (VA Form 22-1990) and meet with the VA representative at the college (or your place of employment if you are in a job training program).
- ☛ The VA Rep will complete an Enrollment Certificate (VA Form 22-1999) and submit it, along with the VA Form 22-1990 to the regional VA office for processing.
- ☛ In order to continue receiving benefits, you must verify your enrollment each month by completing a Student Verification of Enrollment (VA Form 22-8979). You may submit VA Form 22-8979 through the VA Web Automated Verification of Enrollment (WAVE) online at <http://www.gibill.va.gov/> or by telephone at **1-877-823-2378**. When the system tells you that you're certified, the verification is complete and you do not have to return the form.

Please note:

You have 10 years from your latest discharge from Active Duty to use the MGIB-AD benefits.

TUITION ASSISTANCE

ARNG Federal Tuition Assistance (ARNG FTA)

The ARNG will fund up to 100% tuition, up to \$250 per semester hour (sh) or \$167.66 per quarter hour (qh). As an exception, ESOs may authorize up to 100% of the costs associated with obtaining a high school diploma or its equivalent. **The ESO will first apply the 100% to the cost of the course, followed by the semester hour (sh) cap.** The ARNG will also fund up to 100% of authorized fees not to exceed \$500 per fiscal year. Authorized fees are only those fees charged by the institution that are a requirement to “all students” for enrollment purposes or are directly related to the instruction of the course for which ARNG FTA is being provided. ARNG FTA will not be used for the purchase of textbooks unless they are included in the institution’s published tuition rate. **The total amount of ARNG FTA (tuition and fees) each soldier is entitled to receive during FY04 will not exceed \$4,500.**

Tuition Assistance may also be used to fund clock hours for vocational/technical courses offered by accredited colleges/universities not to exceed 100% per semester hour. Clock hour credit systems must be converted to semester hours (sh). To determine the sh cost for vocational/technical courses that yield clock hours, divide the number of clock hours by 15. The result is the number of sh. Divide the total cost of the course by the number of sh. The result is the cost per sh.

ARNG FTA will only be used to pay for courses offered by institutions that are accredited or that have been approved as a candidate for accreditation by a national or regional accrediting agency recognized by the U.S. Department of Education (DOE). For non-degree bearing programs, secondary school accreditation or specialized accreditation (professional/occupational) is required. This requirement is applicable to classroom study, vocational/technical training and distance learning (DL) courses. All requests for DL TA will be paid using the ARNG FTA funds allocated for the current fiscal year.

***For a list of Nationally Recognized Accrediting Agencies**

<http://www.ed.gov/offices/OPE/accreditation/natlinstandspec.html>

***For the Current Tuition Assistance Policy go to the Civilian Education Extranet Site at:**

<http://www.calguard.ca.gov/milpo/cived.htm>

FY05 ARNG FTA RATES
SOLDIERS - 100% of up to \$250/sh or up to \$4,500/fiscal year, whichever is LEAST. (Covers traditional, vocational/technical and DL courses)

Eligibility Requirements:

- ☛ **ARNG Traditional Soldiers.** ARNG traditional soldiers in an active drilling status who are coded as a **satisfactory participant** are eligible to receive ARNG FTA. In addition, ARNG traditional soldiers who are federally mobilized or serving on Active Duty (i.e. ADSW, ADT, etc.) who are denied TA due to funding limitations through their servicing Army Education Center, are also eligible to receive ARNG FTA.
- ☛ **ARNG AGR Soldiers.** ARNG AGR soldiers (Title 10/32) are not eligible to receive ARNG FTA. AGR soldiers are eligible for TA through their servicing Army Education Center. (See Figure 3)
- ☛ **ARNG Civilians.** ARNG Civilians (Federal or State) are not eligible to receive ARNG FTA.

Authorized Levels. Soldiers may use ARNG FTA to receive one credential from each of the following levels:

- 1) Secondary School Diploma or its equivalency
- 2) Certificate (undergraduate, graduate, vocational, technical, licensure)
- 3) Associate
- 4) Baccalaureate
- 5) Master's or First Professional

(Note: Only soldiers who have not obtained a master degree are eligible to use ARNG FTA for a first professional degree. Examples of first professional degrees include Architecture, Certified Public Accountant, Podiatry (D.P.M.), Dentistry (D.D.S. or D.M.D), Medicine (M.D.), Optometry (O.D.), Osteopathic Medicine (D.O.), Pharmacy (D. Phar.), Law (J.D.), and Theology (M.Div or M.H.L.).

Service Commitment:

- ☛ Enlisted soldiers and warrant officers must have sufficient time remaining before their current service obligation/Expiration Term of Service to complete the course, unless involuntarily separated with an honorable discharge.
- ☛ Commissioned officers must have at least 4 years of Selected Reserve service remaining from the date of completion of the course for which TA is provided.

To Apply (ARNG FTA):

- ✍ Submit a Request for Tuition Assistance, DA Form 2171-E through virtualarmory.com (See Figures 4 & 5)
- ✍ Obtain proof of cost/breakdown of fees from institution, and fax to your local Civilian Education Office. Southern California (562) 795-2584/ Northern California (916) 854-4247.

Once the DA Form 2171-E is approved by the ESO, it will be faxed or mailed to you. You then **must** take a copy of the approved DA Form 2171-E to the institution's business office. At that time, you are expected to pay for all tuition costs not covered by the APPROVED Tuition Assistance amount. Keep one copy for your records.

You are responsible of ensuring that the institution sends invoice along with the approved DA Form 2171-E to the ESO for prompt payment.

Note: Grades must be submitted to the ESO within 30 days of course completion. TA funds will be recouped from soldiers who fail or do not complete a course.



Duplicate Sources of Funding For Use With FTA

Soldiers may use other funding sources in addition to ARNG FTA (i.e. Pell Grants, Montgomery GI Bill, etc.) to pursue their college work based on the following limitations:

- ☛ MGIB Selected Reserve (MGIB-SR), Chapter 1606, basic benefit, MGIB Kicker incentive and ARNG FTA may be combined when a soldier is enrolled in the MGIB-SR **at least half time or more**. ARNG FTA and the MGIB-SR may be combined and exceed 100% of tuition costs.
- ☛ Soldiers eligible to receive the MGIB-AD, Chapter 30, the Veteran's Education Assistance Program (VEAP), Chapter 34 or Dependents Educational Assistance (DEA), Chapter 35 are eligible to receive ARNG Federal TA simultaneously for the same course and exceed 100% of tuition costs provided they have not contracted for a MGIB Kicker in the ARNG.
- * Soldiers eligible to receive the MGIB-AD, VEAP or DEA who have contracted for a MGIB Kicker in the ARNG may only use ARNG FTA for course(s) that are beyond what is considered fulltime enrollment by the school.

*For more information, go to:

<http://www.gibill.va.gov/> or call **1-888-GIBILL-1 (1-888-442-4551)**



MOBILIZATION EFFECTS (FTA/MGIB)

Effects of Educational Benefits

MGIB Overview: ARNG soldiers who are mobilized, remain eligible for **the** Montgomery G.I. Bill – Selected Reserve (MGIB-SR), Chapter 1606, Title 10, United States Code (USC) or the Montgomery G.I. Bill – AD (MGIB-AD), Chapter 30, Title 38, USC, if they were entitled to the benefit prior to the mobilization.

MGIB-SR Extension: ARNG soldiers who are eligible for the **MGIB-SR** who are federally mobilized for 90 days or more will get the period of the mobilization plus 4 months added to their MGIB-SR benefit after the mobilization. To get the additional time added, soldiers must send a copy of their DD Form 214 to their Veteran’s Administration (VA) Regional Processing Office (RPO).

MGIB-AD Extension: ARNG soldiers who are eligible for the **MGIB-AD (regardless if their original 10 year delimiting period has expired or not)** who are federally mobilized for 90 days or more will have a new 10 year delimiting period established at the point of their latest discharge from active duty. To have the new delimiting period established, soldiers must send a copy of their DD Form 214 to their VA RPO.

Additional Contribution: ARNG soldiers who are eligible for the **MGIB-AD** who are federally mobilized for 90 days or more are eligible to add up to \$600 to their MGIB-AD account and receive up to an additional \$5,400 in benefits. To contribute the additional funds, soldiers must go to their State ESO or Army Education Office while still on active duty and complete a new DD Form 2366 and submit the form to their servicing finance office.

MGIB-AD Enrollment: ARNG soldiers who are federally mobilized for at least 2 years of continuous active duty may qualify for the MGIB-AD program. These soldiers should consult with their State Education Services Officer (ESO) or Army Education Office prior to coming off of active duty to verify their eligibility and contribute the required \$1,200. These soldiers are also eligible to contribute the additional \$600.

***Tuition Assistance/Enlisted:** ARNG enlisted soldiers who are federally mobilized are not eligible for ARNG Federal Tuition Assistance (FTA) but are eligible for Army Continuing Education Service (ACES) Tuition Assistance (TA) available from their servicing active Army Education Center.

Tuition Assistance/Officers: ARNG officers who are federally mobilized remain eligible for ARNG FTA because they are NOT eligible for ACES TA due to the required 2-year active duty obligation incurred after using ACES TA.

***To locate your local servicing active Army Education Center go to http://www.dantes.doded.mil/dantes_web/apps/edcenters/edcentersearch.asp?Flag=True**

STUDENT LOAN REPAYMENT PROGRAM (SLRP)

The Student Loan Repayment Program (SLRP) will be offered as an enlistment option for non-prior service enlistees regardless of MOS. However, **once the applicant chooses an MOS, the applicant's SLRP eligibility is tied to that MOS for the initial contract period.** The amount of SLRP will not exceed \$20,000.

Eligibility:

- ☛ The soldier must have existing loans at the time of enlistment. Loans established or disbursed after the date of enlistment will not be eligible.
- ☛ The soldier must enlist for a 6X2 or 8X0 contract period.

NOTE: Documented over-strength or excess positions are not eligible for this incentive.

NOTE: Glossary Non-prior service applicants are not eligible for an incentive.

Current members with existing loans may reenlist or extend for SLRP provided they reenlist or extend in a high priority unit identified for SLRP.

Eligibility:

- ☛ The amount of SLRP will not exceed \$20,000 with a maximum payment of 15 percent or \$500 which ever is greater not to exceed (\$3000.00 per year). Payment is based on the original principle and does not include interest.
- ☛ Have served the last 3 consecutive years in an active status in a unit of the ARNG. Periods of Inactive National Guard service constitute a break.
- ☛ Immediately reenlist or extend for a term of service that will provide a contractual obligation of not less than 6 years from the date of the SLRP agreement.
- ☛ Have not received the SLRP as an enlistment, reenlistment, or extension option in the Selected Reserve and have existing loans at the time the reenlistment or extension is signed.
- ☛ Have less than 16 years total service at their current ETS.
- ☛ Are assigned to a valid position vacancy and hold as primary MOS the MOS required for that position. Soldiers who do not hold the MOS but who are eligible for it may reclassify into or have it re-designated as their primary MOS on the date of the SLRP contract

NOTE: A soldier reenlisting or extending in the 90-day window will not be authorized payment on loans established after the contract has been signed.

NOTE: SLRP may not be combined with other enlistment or reenlistment options.

NOTE: 12 months ING status maximum allowed to retain SLRP. Upon return from ING, soldier must extend for the same amount of time in ING to retain eligibility.

To Receive Annual Loan Repayment:

- ☛ Inform Lender of SLRP eligibility (See Figure 7)

- * Request lender to complete SECTION III of the Memorandum for Annual Loan Repayment Form (AIM 600-7). (See Figure 8)

- * Submit completed Memorandum for Annual Loan Repayment Form (AIM 600-7) to the Incentives Manager in the Civilian Education Office.

CAARNG, HHD, JFHQ

ATTN: CAMP-CE

Box #26/9800 Goethe Rd. Sacramento, CA. 95827

SELECTED RESERVE INCENTIVE PROGRAM (SRIP)

The primary purpose of SRIP is to “shape the force”. It is imperative we utilize the limited resources available in the bonus program to target critical personnel readiness issues. Critical shortages identified through Unit Status Reports (USR) must be used to focus the bonus program on hard to fill vacancies.

Enlistment Bonus

a. Non-Prior Service (NPS):

A basic \$6,000 NPS bonus will be offered, provided that the applicant enlists in a MOS from the approved critical MOS list. (Contact Incentives Manager for current list) This applies to all units except TDA units.

A \$10,000 NPS bonus will be offered, provided that the applicant enlists in a MOS from the approved critical MOS list. (Contact Incentives Manager for the current list)

Eligibility:

- * Applicant must be enlisted in a vacant and valid position.
- * The soldier must serve in the identified position for a minimum of two years to maintain bonus eligibility.

NOTE: Excess or documented over-strength positions are not valid positions for an incentive.

Eligibility:

- * The soldier must remain in that MOS for the contract period or the incentive will be terminated with recoupment actions on a prorated basis for the period of service not fulfilled.

NOTE: Civilian Acquired Skill Program (CASP) applicants are not authorized the critical MOS bonus.

b. Off-Peak Ship Bonus:

A bonus of \$2,000 will be offered to applicants who enlist and agree to ship to training during the off-peak period of 14 December 2004 through 31 May 2005.

c. Quick-Ship Bonus: An additional 2,000 will be added to the 6,000 or 8,000 (if already receiving off-peak bonus)

NOTE: The Off-Peak Ship bonus cannot be used for soldiers enlisting for CASP or split training option.

NPS Bonus Payment Schedule

The maximum incentive that can be offered by law is \$10,000. The above bonuses are not paid separately and are not offered separately. The total to be paid to the soldier is the combined total. Once the incentive has been fully established upon completion of IADT, failure to fulfill the contract will cause termination of the bonus with recoupment action.

NOTE: If a soldier fails to ship to training during the specified period or changes MOS prior to training, those portions will be deducted from the total bonus. However, the soldier will retain the basic enlistment bonus of \$3,000.

- * The soldier will receive the initial payment of 50% upon completion of IADT.
- * The second payment of 50% on the fourth anniversary date of enlistment.

To Receive Payment:

- ☛ Submit DD Form 214 upon completion of IADT to the Incentives manager in the Civilian Education Office.

CAARNG, HHD, JFHQ
ATTN: CAMP-CE
Box #26/9800 Goethe Rd. Sacramento, CA. 95827

Reenlistment Bonus

A reenlistment/extension bonus will be offered to all soldiers provided they meet the following criteria:

Eligibility:

- * Must be reenlisting/extending in an MTOE unit.
- * Must be MOS qualified for the position which the soldier is reenlisting/extending.
- * Must be in a valid position. Soldiers carried as overstrength or excess will not be eligible for the bonus.
- * Must have less than 16 years total military service at Expiration Term of Service (ETS).
- * Soldier has never received a reenlistment/extension bonus in the past.

Reenlistment/Extension Bonus Payment Schedule

- * Effective 14 Dec 04, the following bonuses are lump sum payments.
- * The first three-year reenlistment/extension bonus is \$7500.
- * The second three-year reenlistment/extension bonus is \$6,000.
- * ANY 6 year reenlistment/extension is \$15,000, regardless of any prior bonuses received

Affiliation Bonus

An Affiliation Bonus is authorized for a Prior Service soldier who, upon release from active duty, possesses the required grade (or no more than one grade below the required grade) and has a remaining military service obligation (MSO).

Eligibility:

- * Must be enlisting in an MTOE unit.
- * Must be enlisting in a valid vacant position.
- * The MOS must appear on the DD Form 214 as the PMOS, SMOS, or AMOS, or the soldier must have orders indicating the MOS was awarded while on active duty.

NOTE: Overstrength and excess positions will not be authorized the affiliation bonus.

- * Soldiers who enlisted from another service must be awarded the MOS as primary, using the DoD Conversion Manual and Army policies and procedures.

NOTE: Soldiers who are separated from an active component with a Re-entry (RE) Code of 1, 2, or 3, and one of the separation program designator (SPD) codes indicated below are eligible to enlist in the ARNG for the affiliation bonus. They must meet the enlistment/re-enlistment criteria in NGR 600-200, Chapter 2 (annual enlistment criteria memorandum):

KBK, KCA, KCB, KCC, KCF, KDM, MBK, MCA, MCB, MCC, MCF, MDM, JCC, LCC

Affiliation Bonus Payment Schedule

The payment schedule will be in accordance with NGR 600-7, chapter 4.

Civilian Acquired Skills Bonus (CASP)

A CASP bonus is offered for non-prior service soldiers who have acquired civilian skills transferable to an ARNG MOS. The CASP bonus is \$6,000 in FY 05. They will also be authorized for the Quick-ship bonus for an additional \$2,000.00, if they ship between the 45 day of the enlistment date.

NOTE: CASP applicants are not authorized critical MOS bonuses.

Eligibility:

- * For criteria pertaining to CASP MOSs, see NGR 600-200, Chapter 3.

NOTE: An applicant who enlists for CASP must remain in that MOS for their entire initial contracted period to maintain bonus eligibility.

Civilian Acquired Skills Bonus Payment Schedule

- * The CASP payment schedule is the same as the NPS bonus payment schedule.

To Receive Payment:

- ☛ Submit DD Form 220 upon completion of Basic Training to the Incentives manager in the Civilian Education office.

CAARNG, HHD, JFHQ

ATTN: CAMP-CE

Box #26/9800 Goethe Rd. Sacramento, CA. 95827

Prior Service Bonus (PS)

A PS enlistment bonus is offered for prior service soldiers who have completed their Military Service Obligation (MSO) but have less than 16 years total service.

Eligibility:

- * Enlist for a minimum of three years or 6 years.
- * Must be enlisting in an MTOE unit.
- * Must be MOS qualified for the position which he/she is enlisting.
- * Must be enlisted in a valid vacant position.
- * The enlistee must have received an honorable discharge at the conclusion of his or her prior military service.
- * If enlisting from another reserve component, the soldier must have at least a twelve month break in service to qualify for this bonus.
- * Enlistee has not previously been paid a bonus for enlistment, re-enlistment, extension of an enlistment or an affiliation bonus in a reserve component in the past.

NOTE: This does not preclude the enlistee from receiving the second bonus if available upon completion of the initial three-year enlistment as detailed in PS bonus payment schedule.

NOTE: Documented over-strength or excess positions are not eligible for this incentive.

Prior Service Bonus Payment Schedule

- * The first three year bonus of \$7500.00, the soldier will receive \$3750.00 (50%) upon enlisting and the second payment \$3750.00 on third anniversary.

NOTE: If available, at the conclusion of the 1st three-year enlistment, the soldier may re-enlist or extend for an additional three years for a second \$6,000 PS Bonus. These contracts must be consecutive.

Second Prior Service Bonus Payment Schedule

- * The first payment of \$3,000 (50%) will be received upon re-enlistment/extension.
- * The last payment of \$3,000 (50%) will be received upon completion of the third year.

NOTE: The soldier will receive back-to-back payments of \$3,750 and \$3,000 at the end of the first bonus and beginning of the second bonus.

EXAMINATION PROGRAMS

Go to <http://www.dantes.doded.mil> for more details on examination programs and to find the location of DAN TES test centers in your state.

College Level Examination Program (CLEP)

The American Council on Education (ACE) recommends 3-6 semester hours of credit for most CLEP exams, depending on the examination. The test is free to all military personnel, their spouses, and federal civilian employees. CLEP Subject Examinations measure knowledge of basic concepts, principles, relationships, and applications involved in various subject areas. Exams may be taken at any time. Visit http://www.dantes.doded.mil/dantes_web/examinations/CLEP.htm for a list of CLEP subject exams currently available through DAN TES. Study guides are free and their use is strongly recommended prior to taking any exam. See the ESO for study guides to assist you in preparation for taking these exams.

CLEP can help you:

- ☛ Earn college credit at over 3,000 colleges and universities;
- ☛ Enter college with up to two years of credit by successfully passing the CLEP General Examinations (CLEP General Examinations consist of five tests in English Composition; Social Science and History; Natural Sciences; Humanities; College Mathematics);
- ☛ Save time and money toward your college degree;
- ☛ Bypass introductory classes in subject areas you already know.

Eligibility Requirements:

- ☛ Army National Guard soldiers are eligible to take CLEP examinations immediately upon enlistment (to include pre-basic training soldiers).

To Apply:

- ☛ Locate your local DAN TES test center and schedule an appointment:
http://www.dantes.doded.mil/dantes_web/apps/testcenters/testcenterlookup.asp

CLEP subject examinations available through DANTES are:

BUSINESS

Principles of Accounting
Introductory Business Law
Principles of Management
Principles of Marketing
Information Systems and
Computer Applications

COMPOSITION AND LITERATURE

Freshman College Composition
English Literature
Analyzing/Interpreting Literature
American Literature

LANGUAGE

College French Levels I & II
College Level German
College Level Spanish

SOCIAL SCIENCES

Principles of Macroeconomics
Principles of Microeconomics
Introduction to Psychology
Introductory Sociology
Human Growth & Development
Intro to Educational Psychology

HISTORY

American Government
History of the US I
History of the US II
Western Civilization I
Western Civilization II

SCIENCE AND MATHEMATICS

Calculus with Elementary Functions
College Algebra
College Algebra-Trigonometry
Trigonometry
General Biology
General Chemistry

DANTES Subject Standardized Test (DSST)

DSST is an extensive series of examinations in college level and technical subjects comparable to the final exam in specific undergraduate courses. ACE recommends 3-6 semester hours of credit depending on the exam. The test is free to all military personnel and their spouses, and federal civilian employees. Tests are developed in multiple choice format and are administered without time limits. The DANTES web site lists exams offered: http://www.dantes.doded.mil/dantes_web/examinations/DSST.htm

DSST can help you:

- ☛ Earn college credit while in high school or college
- ☛ Enter college with earned credits
- ☛ Save time and money toward your college degree
- ☛ Bypass introductory classes in subject areas you already know

Eligibility Requirements:

- ☛ Army National Guard soldiers are eligible to take DSST examinations immediately upon enlistment (including prior to attending Basic Training).

Study Guides:

- * The Official DSST Test Prep Guide is available online at www.getcollegecredit.com/materials.htm

To Apply:

- ☛ Locate your local DANTES test center and schedule an appointment:

http://www.dantes.doded.mil/dantes_web/apps/testcenters/testcenterlookup.asp

The DSST examinations are:

BUSINESS

Introduction to Business
Business Law II
Introduction to Computing
Business Mathematics
Principles of Finance
Principles of Financial Accounting
Management Information Systems
Money and Banking
Organizational Behavior
Personal Finance
Human Resource Mgmt.
Principles of Supervision

HUMANITIES

Ethics in America
Introduction to World Religions
Principles of Public Speaking

MATHEMATICS

Fundamentals of College Algebra
Principles of Statistics

APPLIED TECHNOLOGY

Technical Writing

PHYSICAL SCIENCE

Astronomy
Environment and Humanity:
The Race to Save the
Planet Earth
Physical Geology
Principles of Physical Science I
Here's To Your Health

SOCIAL SCIENCE

Art of the Western World
General Anthropology
Civil War and Reconstruction
Contemporary Western Europe
Foundations of Education
Fundamentals of Counseling
Drug and Alcohol Abuse
Human/Cultural Geography
A History of the Vietnam War
Lifespan Developmental
Psychology
Intro. to the Modern Middle East
Rise and Fall of the Soviet Union
Criminal Justice
Introduction to Law Enforcement

Please note: Always ensure that the college you are attending will accept credit for the test(s) you plan to take.



Excelsior College Examinations (ECE) - (Formerly Regents College)

Formerly known as ACT/PEP, this program is delivered at DANTES Test Centers and meets specific degree requirements of Excelsior College degrees. Examinations are accepted for college credit at over 900 colleges and universities and are available at no cost to the soldier and their spouses. Service members may satisfy degree requirements and electives through proficiency exams in business, liberal arts, education, and nursing, all recognized by the American Council on Education (ACE), Center for Adult Learning and Educational Credentials, for the award of college-level credit. Excelsior College Examinations in nursing are the only nursing exams approved by ACE. Contact your ESO for information on application procedures and visit the Excelsior web site at www.excelsior.edu to obtain study guides and forms.

Eligibility Requirements:

- ☛ Army National Guard soldiers are eligible to take ECE examinations immediately upon enlistment (to include Pre-Basic Training soldiers).

Study Guides:

Visit http://www.excelsior.edu/pub_page.htm#ecx for guides to assist you in preparation for taking the examinations.

To Apply:

- ☛ Locate your local DANTES test center and schedule an appointment:
http://www.dantes.doded.mil/dantes_web/apps/testcenters/testcenterlookup.asp

The ECE examinations are:

ARTS & SCIENCES

Abnormal Psychology
Anatomy & Physiology
American Dream
English Composition
Ethics: Theory & Practice
Foundations of Gerontology
History of Nazi Germany
Life Span Developmental Psychology
Microbiology
Pathophysiology
Religions of the World
Psychology of Adulthood & Aging
Research Methods in Psychology
Statistics
World Population

BUSINESS

Human Resource Management
Business Policy and Strategy
Labor Relations
Organizational Behavior
Production/Operations Management

NURSING (Associate)

Differences in Nursing Care: Area C
Fundamentals of Nursing
Maternal & Child Nursing (Associate)
Maternity Nursing
Nursing Concepts 1, 2, 3, 4, 5
Occupational Strategies in Nursing

NURSING (Baccalaureate)

Adult Nursing
Health Restoration: Area I and Area II
Health Support Area A: Health Promotion and Health
Protection and Health Support Area B: Community
Health Nursing
Maternal & Child Nursing (Baccalaureate)
Professional Strategies in Nursing
Research in Nursing
Psychiatric/Mental Health Nursing

EDUCATION

Reading Instruction in the
Elementary School

Please note: Always ensure that the college you are attending will accept credit for the test(s) you plan to take.

Other Examination Programs

The General Educational Development Exam (GED) was developed for adults who have not completed a formal high school education. The test consists of five parts (writing skills, social studies, interpreting literature and the arts, science, and mathematics) which measure general skills and knowledge ordinarily acquired during a standard high school program of study. The GED Practice Test must be administered to all military examinees and a score of 45 attained on each of the five parts prior to administering the GED Test.

- ☛ This test is free to current ARNG soldiers and allows individuals to earn a high school equivalency diploma or certificate.
- ☛ Official practice tests are mandatory and must be taken before taking the GED.
- ☛ Official practice tests and preparation materials may be found at the Education Services Office.

DANTES Test Centers provide the following exams to eligible soldiers on a reimbursable basis at national test centers (registration fee not included):

- ☛ Graduate Management Admissions Test (GMAT) - Available exclusively as a computer-adaptive test (CAT) through National and International Test Centers only. DANTES Test Centers are no longer authorized to administer the GMAT. The registration and scheduling policies and procedures are contained in the GMAT Information Bulletin and on the GMAT website <http://www.gmac.com/>.
- ☛ Graduate Record Examination (GRE) - Available exclusively as a computer based test (CBT) through National and International Test Centers only. DANTES Test Centers are no longer authorized to administer the GRE GENERAL examinations. The registration and scheduling policies and procedures are contained in the GRE Information and Registration Bulletin and at the GRE website <http://www.gre.org>.

Note: GRE/GMAT Reimbursement Form (See Figure 9 & 10)

DANTES offers the following tests at no cost (some may require a registration fee) to eligible soldiers:

- ☛ American College Testing Assessment Program (ACT)
- ☛ Scholastic Assessment Test (SAT)
- ☛ The Praxis Series (NTE)

For further information on these exams, visit the DANTES examination site at: http://www.dantes.doded.mil/dantes_web/examinations/index.htm?Flag=True.

CERTIFICATION TESTING

Certification Testing

The National Guard will reimburse soldiers taking any of the national accredited certification examinations offered through DANTES. The cost of the examination is reimbursable at 100% (not including registration fees) on a one-time basis.

A list of Certification and Licensing agencies may be found at:

http://www.dantes.doded.mil/dantes_web/certification/deph/pt3/index.htm.

Certification testing can help you:

- ☛ Document your professional achievement in a defined occupation;
- ☛ Achieve national recognition of your qualifications to perform specific technological tasks;
- ☛ Enhance job opportunities and validate your military training to meet national occupational standards.

Eligibility Requirements:

- ☛ Complete Basic and IADT.

To Apply:

- ☛ Contact the appropriate association for a test application, support materials and study guides.
- ☛ Complete the test application and submit it with appropriate fees to the professional association.
- ☛ Coordinate with the association to schedule a test at one of the association's recommended national test centers.
- ☛ Complete the DANTES Funded Certification Examination Form for Service Members (DANTES Form1560/41). (See Figure 11)

Form can be downloaded at:

http://www.dantes.doded.mil/dantes_web/certification/CertForm.htm

- ☛ Upon receipt of your examination results, keep a copy for your records and send the score results to DANTES for reimbursement. Payment will be made to the individual upon receipt of exam results and verification of the payment request.

Visit http://www.dantes.doded.mil/dantes_web/certification/ARNG.htm for step-by-step application and reimbursement procedures.

The Certification Agencies are:

American Association of Bioanalysts (AAB) Board of Registry
American Board of General Dentistry (ABGD)
American Council on Exercise (ACE)
American Institute of Constructors (AIC)
American Institute for Professional Bookkeepers (AIPB)
American Medical Technologists (AMT)
American Nurses Credentialing Center (ANCC)
American Society for Industrial Security (ASIS)
American Society for Quality (ASQ)
American Soc. of Military Comptrollers (ASMC) Certified Defense Financial Mgr (CDFM)
American Speech-Language-Hearing Association (ASHA)
Association of Boards of Certification-Uniform Program for Reciprocity (ABC)
Association of State and Provincial Psychology Boards (ASPPB)
Board of Certification for Emergency Nurses (BCEN)
Board of Certified Safety Professionals (BCSP)
Business Espionage Controls and Counter Measures Association (BECCA)
Cardiovascular Credentialing International (CCI)
Computing Technology Industry Association (COMPTIA)
Council on Certification of Health, Environmental and Safety Technologists (CCHEST)
Dental Assisting National Board (DANB)
Educational Institute of American Hotel & Motel Association (EIAH&MA)
Electronics Technicians Association, International (ETA-I)
Healthcare Quality Certification Board (HQCB)
Institute for Certification of Computing Professionals (ICCP)
Institute for Personal Finance (IPF)
Institute of Certified Professional Managers (ICPM)
International Information Systems Security Certification Consortium (ISC)2
International Association of Administrative Professionals (IAAP)
International Food Service Executive Association (IFSEA)
Liaison Council on Certification for the Surgical Technologist (LCC-ST)
National Association of Legal Assistants (NALA)
National Association of Radio and Telecommunications Engineers, Inc. (NARTE)
National Association of Social Workers (NASW)
National Board for the Certification of Orthopedic Technologists (NBCOT)
National Board for Certification in Occupational Therapy, Inc (NBCOT, Inc)
National Board of Respiratory Care (NBRC)
National Commission for the Certification of Crane Operators (NCCO)
National Contract Management Association (NCMA)
National Environmental Health Association (NEHA)
National Institute for Automotive Service Excellence (ASE)
National Institute for Certification in Engineering Technology (NICET)
Nat'l Inst. for the Cert. of Healthcare Sterile Processing and Dist. Personnel (NICHSPDP)
National Institute for Metalworking Skills, Inc. (NIMS)
National Registry of Emergency Medical Technicians (EMT)
National Strength and Conditioning Association (NSCA)
Society of Broadcast Engineers (SBE)
U.S. Navy Certification Board (Alcohol and Drug Counselor Program)

SERVICEMEMBERS OPPORTUNITY COLLEGES (SOC)

SOC is a consortium of over 1,500 institutions of higher education, 15 national higher education associations, the Department of Defense, and the military services, including the National Guard and the Coast Guard they are, dedicated to supporting, expanding and improving the voluntary postsecondary education needs of service members worldwide. Visit SOC's web site at www.soc.aascu.org/.

SOC member institutions are accredited and degree granting, and are listed in the Higher Education Directory (HEP). As members, they agree to a reasonable transfer of credit, award credit for at least one service school, award credit for at least one extra-institutional test, and limit academic residency requirements to no more than 25% of the overall degree requirement.

SOC member institutions welcome the added advantage of soldier-students committed to enhancing the quality of their work through education. These students have money to pay for college through the education benefits offered by the military services, the Army National Guard, and individual states.

SOC can help you:

- ☛ Earn college credit for your experience and training in the military;
- ☛ Earn college credit for CLEP, DSST and ECE and other national testing programs;
- ☛ Minimize loss of credit and duplication of coursework if you change schools;
- ☛ Work with designated SOC Counselors at the school to resolve education issues;

SOCGuard

SOCGuard was established to foster partnerships in education in support of Army National Guard recruiting and retention activities. SOCGuard functions as the liaison between the higher education community and the Army National Guard. The SOCGuard project staff, in cooperation with the National Guard Bureau and National Guard strength maintenance and education services personnel within each state, provides ARNG soldiers with educational advice. In addition coordinate with high schools and SOC colleges to help ARNG soldiers realize their full military and civilian potential, by pursuing a college education and developing career plans. Additionally, SOCGuard encourages colleges and universities to apply for SOC membership, partner in education with the ARNG, and further educational opportunities for Guard members.

SOCGuard outreach opportunities include:

- ☛ College workshops
- ☛ Higher Education conferences
- ☛ Recruiter training
- ☛ College campus visits
- ☛ Publications for soldiers, students and college administrators
- ☛ "College Cost Guide" booklet that includes tuition and related college expenses for colleges in California.

SOCAD (SOC Army Degrees)

SOCAD is the SOC degree program for the Army. It consists of colleges that offer associate and bachelor's degree programs on or accessible to Army installations worldwide. These colleges have joined together to form **networks**, in which each college accepts credits from all the others. This guarantees that Army students and their adult family members can continue toward completion of their degrees, even though the Army may transfer them several times. There are also degrees available by distance learning that require no classroom residency.

SOCAD colleges work together to make it possible for soldiers to begin a degree with one of them and complete it with courses taken at others, as they relocate during their Army careers.

SOCAD colleges give you:

- ☛ A "home college" that evaluates your prior learning experiences (including Army schools, MOSs, and national tests);
- ☛ A clear degree plan, and only one college's graduation requirements to meet
- ☛ Guaranteed transfer of courses as you move among SOCAD colleges during the course of your Army career.

You don't have to start over with a different college, evaluation, and set of degree requirements every time you relocate. All of your credit is transferred back to your home college which grants your degree when you've finished your degree plan!

SOCAD Army Career Degrees (MOS-Related Degree Builders)

SOCAD Army Degree Builders translate Army training into college credit that matches requirements in MOS-related college degrees. They show soldiers precise options for meeting college requirements with Army training, in the classrooms of over 100 SOCAD colleges, or by distance learning, testing, certification, and licensing. Degree plans are fully articulated and pre-negotiated with participating colleges and universities. The plans match Army skills and training and other non-traditional learning, with specific academic competencies for each degree. ARNG soldiers are eligible to participate upon successful completion of AIT. M-Day soldiers must have 2 NCO Efficiency Reports prior to enrolling in the program. Visit the SOC web site for a list of MOS-related degrees and updates.

SOC Contact Information

Servicemembers Opportunity Colleges
1307 New York Avenue, NW, 5th Floor
Washington, DC 20005
Toll free: 1-800-368-5622
Fax: 202-667-0622
Internet: www.soc.aascu.org

CREDIT FOR MILITARY TRAINING/EXPERIENCE

Army/ACE Registry Transcript System (AARTS)

An AARTS transcript contains a record of all of the soldier's military educational experiences, including those for which there are evaluated college credit recommendations. This document helps college registrars award college credit for learning experiences gained while in the military, provides a supplement to a soldier's resume, and provides employers with a good understanding of the scope of responsibilities and skills acquired while serving in the military. Acceptance of ACE credit recommendations varies depending on an institution's policies, procedures, and degree requirements.

AARTS administrators will also fulfill unit batch requests for all eligible soldiers in ARNG units. Supply your Unit ID Code (UIC) when making your request. For additional information and to order a transcript, visit the AARTS web site at <https://aartstranscript.leavenworth.army.mil/>. To request a transcript, click on **"Ordering A Transcript."**

Eligibility Requirements:

- ☛ Visit the AARTS Home Page at <https://aarts.leavenworth.army.mil/> for current eligibility guidelines.

To Apply:

- ☛ Submit the Army/American Council on Education Registry Transcript DA Form 5454-R to AARTS Operations Center, 415 McPherson Avenue, Ft. Leavenworth, KS 66027-1373. Toll free 1-866-297-4427; commercial (913) 684-3269; fax (913) 684-2011. (See Figure 12)
- ☛ Visit the AARTS web site at <https://aarts.leavenworth.army.mil/> for more information.

Verification of Military Experience and Training (VMET)

The VMET document is an "all-services" integrated form which displays demographic, training, and experience information that is retrieved from various automated sources. It lists your military experience and training which may have application to employment in the private sector. Use the document as a tool to prepare resumes and job applications, in concert with evaluation reports, training certificates, awards, transcripts, and other pertinent documents. It is *not an official transcript* for purposes of granting college credit, but it can be used to *support* your having met training and/or course requirements to qualify for civilian occupations, certificates, licenses, or programs of study. Credit recommendations from the American Council of Education (ACE) for occupations and/or courses are listed when they are available; academic institutions determine which credits are applicable to a program of study.

***For additional information visit the VMET website at <https://www.dmdc.osd.mil/vmet>.**

ARMY NATIONAL GUARD EDUCATION SUPPORT CENTER

Army National Guard Education Support Center (ESC)

Located at the Professional Education Center on Camp Robinson in North Little Rock, AR, the Army National Guard's Education Support Center staff is dedicated to meeting the education needs of 360,000 soldiers serving in the Army National Guard (ARNG) in the 54 states and territories. ESC counselors provide academic guidance to soldiers and their family members, to help them toward completion of undergraduate and graduate degree study through the use of local colleges and universities. Other free services include an evaluation of military and civilian training for college credit; assistance in identifying a degree program that best fits one's goals; ongoing academic advisement regarding options for completing remaining degree requirements; and provision of general information and referrals in matters regarding higher education and professional development.

One significant service offered to ARNG soldiers and family members is the AutoDP military credit recognition and degree planning service at the undergraduate degree levels. This advanced computer program accelerates the evaluation of credits by merging them into Individualized Studies degree programs that make maximum use of ACE recommended credit, college level testing credits, and transfer credits from other regionally accredited colleges and universities.

The service also provides SOC Career Degree Builder programs for those who wish a degree in their MOS specialization, and assists with identification of distance learning degree programs in specializations related to a citizen soldier's civilian career.

For more information and an application for a free evaluation, call the Education Support Center's toll free number: (866)628-5999 or apply on-line at: www.virtualarmory.com

***Copy of the ESC application: (see Figure 13)**

TROOPS TO TEACHERS

Troops to Teachers

Troops to Teachers provides referral assistance and placement service to military personnel, including the National Guard and Reserves, interested in beginning a second career as a teacher in K-12 public education. The President signed the No Child Left Behind Act of 2001 on January 8, 2002. This bill provides \$18 million from the Department of Education to continue the Troops to Teachers Program. The Program is managed by the Defense Activity for Non-Traditional Education Support (DANTES). The DANTES Troops to Teachers office helps registrants identify teacher certification requirements, programs leading to certification, employment opportunities, and financial aid for eligible participants.

The goal of Troops to Teachers is to help improve American education by providing mature, motivated, experienced and dedicated personnel to teach in those schools where their skills are most needed. The program has three objectives:

- *Help relieve teacher shortages, particularly in math, science, special education and other "high needs" subject areas
- *Provide positive role models for the nation's public school students
- *Assist military personnel to successfully transition to teaching as a second career

The funding provided will maintain the network of Troops to Teachers State Support Offices to assist participants with certification requirements and employment leads. In addition, financial assistance may be available for eligible participants - a stipend of up to \$5,000 to reimburse costs associated with becoming certified to teach. Recipients of these stipends must agree to teach for three years in a school located in a "high-need" district. Bonuses of \$10K are available to those who agree to teach for three years in a school that serves a high percentage of students from low-income families.

Additional information on Troops to Teachers may be found at the DANTES web site at <http://voled.doded.mil/dantes/ttt/>. This site also links with other sites providing employment opportunities, a Troops to Teachers network, and a database of participants.

Pending availability of funds, financial assistance may be provided to eligible individuals who meet one of the criteria below:

- * Retired from the drilling reserves with 20 or more years of service.
- * Currently serving in the drilling reserves with 10 or more years of creditable service towards retirement and commit to serving an additional three years, or until eligible for retirement.
- * Retired or separated from the drilling reserves due to a physical disability on or after January 8, 2002. Must apply within four years after separation.
- * Individuals transitioning from active duty on or after January 8, 2002, and have served six years on active duty immediately before separation, and commit to three years with a drilling reserve unit. Must apply within four years after separation.

COMMISSIONING PROGRAMS

If you enjoy the Guard and want to increase your leadership potential, you may want to consider entering one of the ARNG's commissioning programs. These programs usually cover tuition costs and provide an extra stipend for other expenses. Upon graduation, you may receive a commission as a Second Lieutenant.

Basic Eligibility Requirements: (Please note: Basic eligibility requirements may vary among commissioning programs. Consult your unit commander for specific enrollment prerequisites for the program you are interested in joining).

- ☛ Candidates must have a minimum of 60 semester hours from an accredited college or university to enter the OCS program.
- ☛ Candidates must complete 90 semester hours to be commissioned.
- ☛ Candidates must be no more than 35 years of age at the time of commissioning. Minimum age requirement to enroll is 18. Exceptions must be accompanied by a waiver.
- ☛ Candidates will incur a six-year contract upon commissioning.
- ☛ Candidates must have an SAT score of 850 or better, **or** an ACT score of 19 or better. (This requirement is waived for soldiers who have a Baccalaureate or postgraduate degree). Test scores must not be older than 10 years at the time of application.

Note: For information on application procedures, notify your chain of command.

State Officer Candidate School (OCS)

The State OCS option is a 16-month course of instruction conducted from March to June of the following year. Upon commissioning, each officer will attend an Officer Basic Course (OBC) within 12 months in the branch to which they are assigned.

Eligibility Requirements:

- ☛ Candidates must have a minimum of 60 semester hours from an accredited college or university annotated on an official transcript. Applicants with a 4-year degree must furnish an official transcript.
- ☛ Candidates must complete 90 semester hours to be commissioned.
- ☛ Candidates must be no more than 30 years of age at the time of commissioning. State age-waivers must be approved thru age 34. Federal age-waivers must be approved thru age 39.
- ☛ Candidates will incur a six-year contract upon commissioning.
- ☛ Candidates must have successfully completed IADT.
- ☛ Candidates must have an SAT score of 850 or better, **or** an ACT score of 19 or better. (This requirement is waived for soldiers who have a Baccalaureate or postgraduate degree). Test scores must not be older than 10 years at the time of application.
- ☛ Candidates must provide proof of citizenship (naturalized or by birth). US citizenship is required for commissioning.

Note: For information on application procedures, notify your chain of command.

Accelerated Officer Candidate School (OCS)

The National Guard Bureau (NGB) conducts a seven week accelerated OCS program for qualified personnel identified by their respective office and enrolled in the course. Candidates report for drills in April and May. The course is conducted over several weeks, from June to August, at Camp Meade, SD and Fort Lewis, WA. Candidates are eligible for commissioning upon course completion, pending federal recognition.

Eligibility Requirements:

- ☛ Candidates must have a minimum of 90 semester hours from an accredited college or university annotated on an official transcript. Applicants with a 4-year degree must furnish an official transcript.
- ☛ Candidates must be no more than 30 years of age at the time of commissioning. State age-waivers must be approved thru age 34. Federal age-waivers must be approved thru age 39.
- ☛ Candidates must have successfully completed IADT.
- ☛ Candidates will incur a six-year contract upon commissioning.
- ☛ Candidates must have an SAT score of 850 or better, **or** an ACT score of 19 or better. (This requirement is waived for soldiers who have a Baccalaureate or postgraduate degree). Test scores must not be older than 10 years at the time of application.
- ☛ Candidates must be a US citizen to enroll.

Note: For information on application procedures, notify your chain of command.

Federal Officer Candidate School (Active Component)

The Federal OCS is conducted over a fourteen week period at Fort Benning, GA.

Eligibility Requirements:

- ☛ Candidates must have a minimum of 90 semester hours from an accredited college or university annotated on an official transcript. Applicants with a 4-year degree must furnish a copy of their degree certificate.
- ☛ Candidates must be no more than 30 years of age at the time of commissioning. State age-waivers must be approved thru age 34. Federal age-waivers must be approved thru age 39.
- ☛ Candidates must have successfully completed IADT.
- ☛ Candidates will incur a six-year contract upon commissioning.
- ☛ Candidates must have an SAT score of 850 or better, **or** an ACT score of 19 or better. (This requirement is waived for soldiers who have a Baccalaureate or higher degree). Test scores must not be older than 10 years at the time of application.
- ☛ Candidates must be a US citizen to enroll.

Note: For information on application procedures, notify your chain of command.

Direct Commission

The ARNG Direct Commission Program offers an alternate commissioning source to exceptionally qualified individuals. The program does not replace or otherwise affect any commissioning programs. The ARNG Direct Appointment Program provides for an individual to be nominated and selected for consideration to a direct appointment by the chain of command.

Eligibility Requirements:

- * Must have a minimum of 2 years of active status in any Armed Forces.
- * Must have a minimum of 1 year of active drilling status with the ARNG upon application.
- * Must have a 4-year degree from an accredited institution.
- * Must have a Chapter 2 physical completed within 2 years of effective date of appointment.
- * Must have successfully passed the APFT.
- * Once appointed applicants must attend a full resident Officer Basic Course.

Note: For information on application procedures, notify your chain of command.
Note: Applicants will be required to attend the Officer Candidate Indoctrination Program (OCIP) and follow-on course.

Simultaneous Membership Program (SMP)

Army National Guard soldiers attending colleges sponsoring ROTC units are eligible to apply for the SMP option. SMP is a two-year program that provides cadets a monthly subsistence allowance. Students may also apply for a Two-Year Reserve Forces Duty Scholarship or a Two- or Four-Year Dedicated Army National Guard Scholarship. Scholarships in ROTC programs pay for most tuition, and a flat rate for textbooks, classroom supplies, and equipment. Graduates may be offered a commission as a second lieutenant in the Army or Army Reserves. SMP cadets are non-deployable assets, and may be assigned to one unit but attached to another. Basic and Advanced Training are deferred pending completion of SMP and commissioning. Ask your recruiter for information and a list of colleges offering Army ROTC.

Eligibility Requirements:

- ☛ Army National Guard soldiers attending colleges sponsoring ROTC units are eligible to apply for scholarships under the SMP option.
- ☛ Contracted advanced course cadets (Guaranteed Reserve Forces Duty, Reserve Forces Duty, Dedicated Army National Guard scholarship recipients) may participate in SMP. Basic course cadets are not eligible.
- ☛ Graduates may be offered a commission as a Second Lieutenant in the Army or Army Reserve.

Note: For information on application procedures, notify your chain of command.
Note: Appointment into the ARNG is NOT automatic. An application must be submitted through your chain of command for appointment into the ARNG.

To Apply:

- ☛ In addition to the necessary contracting forms from Cadet Command and ARNG, participants must complete NGB Form 594-1 (SMP Agreement between Cadet Command and the ARNG Unit).

- ☛ To ensure service in the ARNG upon commissioning, the SMP cadet must obtain a Guaranteed Reserves Forces Duty (GRFD) control number from Cadet Command and complete Cadet Command Form 202-R (Guaranteed Reserve Forces Duty Non-Scholarship Endorsement) **or** Cadet Command Form 203-R (Guaranteed Reserve Forces Duty Scholarship Endorsement). ROTC (Reserve Officer Training Corps) Program

Reserve Officer Training Corps (ROTC)

ROTC (Reserve Officer Training Corps) Program offered by the Army, trains qualified young men and women to become officers in a military service upon graduation from college. ROTC is available in over 1,000 colleges and universities throughout the U.S. For a list of colleges offering this program go to:

<http://www.charlottenet.org/military/armyrotclinks.htm>

During college, students take a full course load. However, included in the curriculum are military science courses that provide the specialized knowledge needed as an officer. In addition to academic courses, ROTC candidates wear uniforms once a week during military labs, drills, military science presentations, and other practical training activities. ROTC summer programs offer a taste of military life – such as midshipmen cruises in Naval ROTC – and round out a candidate's military training.

More information on ROTC Program: <http://www.armyrotc.com/>

Army ROTC College/University Links

<http://www.charlottenet.org/military/armyrotclinks.htm>

Warrant Officer Candidate School (WOCS)

The Reserve Component Warrant Officer Candidate School (RC-WOCS) is conducted at Fort Rucker, AL over a four-week period and must be completed in order for the soldier to be appointed.

Visit <http://leav-www.army.mil/wocc/WOES/index.htm> to view the program of instruction of the RC-WOCS.

Basic Eligibility Requirements: (*Please note – Basic eligibility requirements vary among military occupational specialties (MOS). You may find this information at <http://www.usarec.army.mil/hq/warrant/index.htm> and choose prerequisites which will list each MOS. Those items listed below are universal for all applicants or applicable as indicated.

- ☛ Applicant must be a high school graduate or pass the General Education Development (GED) test at the high school level.
- ☛ Applicant must have a General Technical (GT) score of 110 or higher.
- ☛ Applicant must be able to pass all events on the Army Physical Fitness Test (APFT).
- ☛ Applicant must be a United States citizen either by birth or naturalization.
- ☛ Applicant for technical specialties (non-rated aviation) must be at least 18 and not more than 46 years of age on effective date of initial appointment. Applicants eligible for appointment to the grade of chief warrant officer, W-2, must not have reached 48 years of age.
- ☛ Applicant for aviation flight training must have a Flight Aptitude Selection Test (FAST) score of 90 or higher.
- * Meet certain mandatory technical qualification for your specific MOS.
- * Applicants must meet certain medical, security, and licensing requirements (Depending on your specific MOS).

Note: None of the above requirements are waiver-able.

For information on application procedures, contact your chain of command or the Warrant Officer Procurement.

Northern California – (916)854-3047, Southern California – (562)795-2485
<http://www.calguard.ca.gov/CCWO/>

Mobilization Checklist for Students

* Soldiers in receipt of Montgomery GI Bill (MGIB) benefits who are forced to withdraw from school for activation purposes will have their entitlements restored for the period of the term completed.

For example, if a soldier began school in September and was called to active duty in November, the months of September and October will not count against their entitlement.

- * Soldiers **must** notify the school that they are being activated.
- * Soldiers must also notify the VA counselor at the school they attend. They should bring a copy of their orders. (See Figure 14)

NOTE: If the soldier does not officially withdraw from school and notify the VA counselor, he/she will not be able to recoup the months of entitlements lost.

Student Loan Repayment Program Recipients

- * If you have a student loan, notify your lender that you have been activated. (See Figure 15) Lenders will automatically postpone the student loan payments of borrowers during the period of the borrower's active duty service.
- * Borrowers with subsidized student loans will be eligible to have the federal government assume the interest payments on their loans while they are on military duty.

The U.S. Department of Education Web site contains information and guidelines regarding loan relief for persons affected by military mobilization at:

<http://www.ifap.ed.gov/dpclatters/GEN0113.html>

Federal Tuition Assistance Recipient

* Any activated soldier receiving federal tuition assistance should notify the Education Services Officer at (916)852-3225.

NOTE: To ensure proper credit and to prevent any financial loss to the soldier, complete steps in the Activation and Mobilization Checklist. (See Figure 16)

HELPFUL CONTACTS AND LINKS

The following points of contact are available for information and assistance:

Servicemembers Opportunity Colleges www.virtualarmory.com

Defense Activity for Non-Traditional Education Support (DANTES)
<http://www.aarts.army.mil>

Army Registry Transcript System (AARTS) <https://aarts.leavenworth.army.mil/>

ACE College Credit Recommendations www.acenet.edu

Education Support Center (ESC) Educational assessment of your previous military experience, the development of a personalized college degree plan and educational counseling.

www.virtualarmory.com Toll free: 1 (866) 628-5999

Student Mobilization info: <http://www.virtualarmory.com>

DANTES Test Center Search <http://www.dantes.doded.mil/dantes>

COOL (Credentialing Opportunities On-Line) See Civilian Credentials related to MOS: www.cool.army.mil

Free Application for Federal Student Aid www.fafsa.ed.gov

Scholarship Search Databases www.military.com/careers/education
www.fastweb.com

NGAC Scholarship Information www.ngac.org

Troops To Teachers Program www.proudtoserveagain.com

ROTC Program <http://www.armyrotc.com/>

Army ROTC College/University List

<http://www.charlottenet.org/military/armyrotclinks.htm>

California Army National Guard

Civilian Education Office

ATTN: CAMP-CE

Box #26/9800 GOETHE ROAD SACRAMENTO, CA. 95827-9101

<http://www.calguard.ca.gov/milpo/cived.htm>



Questions? Call Us.

CPT CHRISTINE WAITE, Education Services Officer
(916) 854-3225

SHARON WADE, MGIB Manager
(916) 854-3250

SFC JAFFE, Incentives Manager
(916) 854-3241

SGT LISSETTE SALINAS, Federal Tuition Assistance Fund Manager
(916) 854-3234

Toll Free: (866) EDUC-8-ME

Southern California Civilian Education Office

JFTB, 4411 Yorktown Avenue, Suite 118

Los Alamitos, CA. 90720

<http://www.calguard.ca.gov/milpo/cived.htm>

2LT ALLARD, Guidance Counselor
COM (562) 795-2487
FAX (562) 795-2584

SGT YVETTE GIDEON
COM (562) 795-2487
FAX (562) 795-2584



NOTICE OF BASIC ELGIBILITY (NOBE)



1. Complete Eligibility Criteria Checklist (ECC).
 - a. Provide applicable documents:
 - High School Diploma or Certificate
 - Copy of DD Form 214 (Discharge Papers)
 - Copy of DD Form 4/1 & 4/2 (Enlistment Contract)
 - b. Officers and Warrant Officers only:
 - Complete DA Form 5447-R
 - Submit completed NOBE Checklist
 - c. Sign and Date ECC Form.
2. Complete NOBE DD Form 2384-1 (Nov 91)
 - Complete Blocks 1a - 1i
 - Sign and Date Form
 - Have Unit Readiness NCO or Representative sign and date form.
3. Submit completed packet to your nearest Civilian Education Office.
4. Upon receipt at OTAG, The NOBE Packet will take approximately 90-120 days to process.

For more information, contact Sharon Wade at (916) 854-3250.

Figure 1

**OFFICER SERVICE AGREEMENT
 SELECTED RESERVE EDUCATIONAL ASSISTANCE PROGRAM
 (SHORT TITLE: MONTGOMERY GI BILL)**

For use of this form, see AR 135-7; the proponent agency is ODCSPER.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Chapter 1606, title 10, USC, and section 552a, title 5, USC
PRINCIPAL PURPOSE: Officer service agreement for Selected Reserve Montgomery GI Bill.
ROUTINE USES: Officers must obligate 6 years Selected Reserve service in addition to any current Selected Reserve obligation. For use by Selected Reserve officers of the Army National Guard of the United States (ARNGUS) and U.S Army Reserve (USAR). Upon completion, file as a permanent document in the DA Form 201 file (MPRJ).
DISCLOSURE: Disclosure of your social security number is voluntary.

SECTION I - SERVICE AGREEMENT

1. I have read and executed DA Form 5435-R (*Statement of Understanding - The Selected Reserve Montgomery GI Bill (10 USC Chapter 1606)*) and I am otherwise fully qualified to participate in the Selected Reserve Montgomery GI Bill.
2. In consideration for issuance of DD Form 2384 (*NOBE*) and the benefits available from the Selected Reserve Montgomery GI Bill, I hereby agree to serve for a period of 6 years in the Selected Reserve of the ARNGUS or USAR in addition to any current period of obligated Selected Reserve service.

SECTION II - AUTHENTICATION

TYPED OR PRINTED NAME AND RANK OF SERVICE MEMBER <i>(Last, First, MI)</i>	SSN
APPLICANT'S SIGNATURE	DATE SIGNED
TYPED OR PRINTED NAME AND RANK OF WITNESSING OFFICIAL <i>(Last, First, MI)</i>	SSN
SIGNATURE OF WITNESSING OFFICIAL	DATE SIGNED

Figure 2



**SERVICING EDUCATION CENTERS
For
AGR and Long Term ADSW Personnel**

FORT LEWIS

Website: www.lewis.army.mil/eso/index.html

Education Services Office, MS12G

ATTN: AFZH-PAE

Box 339500

Fort Lewis, WA 98433-9500

POC: **Kathy S. Bratsch**

(253) 967-2212

DSN 357-2212

FAX (253) 967-2207/DSN 357-2207

Counties Serviced: Alpine, Amador, Butte, Contra Costa, Colusa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Mendocino, Modoc, Marin, Napa, Nevada, Placer, Plumas, Sacramento, San Francisco, Shasta, Sierra, Siskiyou, San Joaquin, Solano, Sonoma, Sutter, Tehama, Trinity, Yolo, Yuba

FORT IRWIN

National Training Center

ATTN: AFZJ-BTT

P.O. Box 105060, Building 1020

Fort Irwin, CA 92310

POC: **Miranda Serra**

(760) 380-6152

DSN 470-6152

FAX (760) 380-3993/DSN 470-3993

Counties Serviced: All other counties not listed for Fort Lewis should contact the Fort Irwin Education Center.

Figure 3

How to submit a Tuition Assistance request through the Virtual Armory Website

1. You must have an AKO account – having an AKO account is also mandatory by the National Guard.
2. Go to www.virtualarmory.com
3. You must register for an account if you are not already a member.
4. Click on the EDUCATION tab.
5. Click on the on-line application link and the Federal Assistance (FTA) Form
6. Read the Statement of Understanding (SOU). Click, agree and continue.
7. Fax FEE **BREAKDOWN** to Southern California (562) 795-2584 or Northern California (916) 854-4247.
8. Follow the steps to complete your Federal Tuition Assistance online application request.
9. Once your DA2171-E is printed and the print window is closed, click on the page printed button.
10. A submit button will appear, click on it to submit your request.

NOTE: YOU MUST SUBMIT YOUR FEE BREAKDOWN TO HAVE YOUR REQUEST PROCESSED

Figure 4

REQUEST FOR TUITION ASSISTANCE - ARMY CONTINUING EDUCATION SYSTEM										CONTROL NUMBER		
For use of this form, see AR 621-5. The proponent agency is DCSPER Data required by the Privacy Act of 1974 found on Continuation Sheet which must be completed once per fiscal year.												
1. APPLICANT DATA												
A. APPLICANT'S NAME (Last, First, MI)				B. SSN		C. ETS		D. MOS		E. DEGREE PLAN		F. BPED
G. ORGANIZATION AND LOCATION OF ASSIGNMENT												
2. SCHOOL DATA						2b. ARMY COUNSELOR DATA						
A. NAME OF SCHOOL				B. ADDRESS				Name:				
								Phone:				
3. COURSE DATA												
A. DEPT & NUMBER	B. TITLE		C. DAYS OF THE WEEK	D. HOURS OF MEETING	E. COST PER HOUR	F. NUMBER OF CREDITS	G. FEES	H. TOTAL COST	I. DELVY MODE	J. PAID BY ARMY	K. PAID BY SOLDIER	
L. COURSE BEGINS		M. COURSE ENDS		N. CAP APPLIED AMT		O. TOTALS						
4. REVIEW												
I HAVE REVIEWED AND COMPLETED DA FORM 2171 CONTINUATION SHEET.						COMMANDER/REPRESENTATIVE CERTIFICATION: SOLDIER IS NOT FLAGGED IAW AR 600-8-2, PARA 1-12. ANTICIPATED DUTIES WILL PERMIT ATTENDANCE.						
A. SIGNATURE OF APPLICANT			B. TELEPHONE		C. SIGNATURE			D. TYPED NAME		E. OFFICE TELEPHONE		
5. TUITION ASSISTANCE IN THE AMOUNT INDICATED IN ITEM 3N(5) ABOVE IS APPROVED												
A. TYPED NAME OF CONTRACTING OFFICER'S REPRESENTATIVE Annabelle Andrade, 1LT, ESO			B. SIGNATURE			C. OFFICE TELEPHONE (916) 854-3105			D. DATE			
6. FISCAL												
A. CONTRACT NUMBER				B. CHARGEABLE TO ORDER NUMBER								
C. ACCOUNTING CLASSIFICATION				D. INSTITUTION WILL MAIL INVOICE TO: OTAG, ATTN: CAMP-CE, 9800 GOETHE RD, SACRAMENTO, CA 95827								
7. CONSENT TO RELEASE. BY SIGNING THIS FORM, SOLDIER AGREES TO RELEASE PELL GRANT INFORMATION, GRADE REPORT, AND WITHDRAWAL INFORMATION TO THE SERVICING ARMY EDUCATION CENTER. THE INSTITUTION AGREES TO NOTIFY THE SERVICING ARMY EDUCATION CENTER OF COURSE WITHDRAWAL WITHIN FIVE DAYS AND SUBMIT OFFICIAL GRADE REPORTS WITHIN 30 DAYS OF COURSE COMPLETION OR IN ACCORDANCE WITH CONTRACT OR MEMORANDUM OF UNDERSTANDING.												
FOOTNOTE: Mailing Address:												

DA FORM 2171-E, MAR 96

Figure 5

REQUEST FOR TUITION ASSISTANCE - ARMY CONTINUING EDUCATION SYSTEM										CONTROL NUMBER		
For use of this form, see AR 621-5. The proponent agency is DCSPER										Leave Blank		
Data required by the Privacy Act of 1974 found on Continuation Sheet which must be completed once per fiscal year.												
1. APPLICANT DATA												
A. APPLICANT'S NAME (Last, First, MI) Soldier, Joe, I.				B. SSN 123-45-6789		C. ETS 20050101		D. MOS 31U		E. DEGREE PLAN BS (Management)		F. PEBD 19920101
H. ORGANIZATION AND LOCATION OF ASSIGNMENT 40 th ID, City, State Zip Code												
2. SCHOOL DATA						2b. ARMY COUNSELOR DATA						
A. NAME OF SCHOOL UCLA				C. ADDRESS 123 Education Way Los Angeles, CA 00000				Name: SPC Alexandria Bungler Phone: 916-854-3105				
3. COURSE DATA												
A. DEPT & NUMBER	B. TITLE	C. DAYS OF THE WEEK	D. HOURS OF MEETING	E. COST PER HOUR	F. NUMBER OF CREDITS	G. FEES	H. TOTAL COST	I. DELVY MODE	J. PAID BY ARMY	K. PAID BY SOLDIER		
ENG100	English 100	M, W	0800-0930	63.00	3	0.00	189.00	CL	141.75	47.25		
L. COURSE BEGINS 20030525		M. COURSE ENDS 20030817		N. CAP APPLIED AMT Leave Blank		O. TOTALS 63.00		3		0.00 189.00 141.75 47.25		
4. REVIEW												
I HAVE REVIEWED AND COMPLETED DA FORM 2171 CONTINUATION SHEET.						COMMANDER/REPRESENTATIVE CERTIFICATION: SOLDIER IS NOT FLAGGED IAW AR 600-8-2, PARA 1-12. (Only E5 & Below Require Signature)						
C. SIGNATURE OF APPLICANT			D. TELEPHONE 123-456-7890			C. SIGNATURE			D. TYPED NAME Raymond Squared Away, 2LT		F. OFFICE TELEPHONE 562-795-2487	
5. TUITION ASSISTANCE IN THE AMOUNT INDICATED IN ITEM 3N(5) ABOVE IS APPROVED												
C. TYPED NAME OF CONTRACTING OFFICER'S REPRESENTATIVE Annabelle Andrade, 1LT ESO				B. SIGNATURE				C. OFFICE TELEPHONE 916-854-3225				D. DATE 20030527
6. FISCAL												
A. CONTRACT NUMBER						D. CHARGEABLE TO ORDER NUMBER						
C. ACCOUNTING CLASSIFICATION						D. INSTITUTION WILL MAIL INVOICE TO: OTAG, ATTN: CAMP-CE 9800 GOETHE RD. SACRAMENTO, CA 95826						
7. CONSENT TO RELEASE. BY SIGNING THIS FORM, SOLDIER AGREES TO RELEASE PELL GRANT INFORMATION, GRADE REPORT, AND WITHDRAWAL INFORMATION TO THE SERVICING ARMY EDUCATION CENTER. THE INSTITUTION AGREES TO NOTIFY THE SERVICING ARMY EDUCATION CENTER OF COURSE WITHDRAWAL WITHIN FIVE DAYS AND SUBMIT OFFICIAL GRADE REPORTS WITHIN 30 DAYS OF COURSE COMPLETION OR IN ACCORDANCE WITH CONTRACT OR MEMORANDUM OF UNDERSTANDING.												
FOOTNOTE: Mailing Address:												

DA FORM 2171-E, MAR 96

Figure 5

Figure 5 (Continued)

STATEMENT OF UNDERSTANDING FOR TUITION ASSISTANCE, FY05

1. BASIC TUITION ASSISTANCE (TA):

- a. I understand that the Army will pay up to 100% or \$250.00 per semester hour/\$166.67 per quarter hour, which ever is less, not to exceed \$4,500.00 per soldier, for Fiscal Year 2005. I agree to pay the remaining amount and any costs and fees owed to the institution. _____ INITIAL
- b. I understand that TA is authorized on a course-by-course basis and that NO changes will be made in the courses or dollar amounts for which TA has been approved without the written approval from the Education Services Officer. Any additional arrangements between the institution and me are not binding to the Army and I will have to pay the difference to the Army and/or school. _____ INITIAL
- c. I understand that the use of TA is for course(s) required for the completion of my educational plan. _____ INITIAL
- d. I understand that I can use Montgomery GI Bill benefits and Federal Tuition Assistance, only if, I am enrolled in school 1/2 time or more. _____ INITIAL
- e. I am required to submit an official copy of my degree or certificate as soon as I receive it from the school. _____ INITIAL
- f. MGIB Active Duty plus Kicker = No Tuition Assistance. _____ INITIAL

2. ELIGIBILITY:

- a. I understand that TA is for soldiers in good standing. (satisfactory participant within last 12 months). _____ INITIAL
- b. I am currently NOT an AGR soldier or on Long Term ADSW orders with the CA ARNG. _____ INITIAL
- c. I am not requesting assistance for Continuing Education Units (CEU). _____ INITIAL
- d. I am not flagged under provision of AR 600-8-2, paragraph 1-12. _____ INITIAL

3. SERVICE COMMITMENT

- a. Enlisted/Warrant Officers. I understand I must have a remaining obligation on my existing enlistment contract that will extend to or beyond the last date of course enrollment that ARNG FTA funds have been provided. _____ INITIAL
- b. Officers. I understand I must have at least 4 years of Selected Reserve service remaining from the date of completion of the course for which ARNG FTA is provided. _____ INITIAL

4. WITH DRAWAL/RECOUPMENT OF TA:

- a. I will reimburse the Army if I fail to submit a grade report and proof of payment by the suspense date given to me on my TA Award letter. _____ INITIAL
- b. I will reimburse the Army the TA received if I withdraw from, or fail to complete a course for academic or personal reasons (includes receipt of "F" for nonattendance; failure to remove an INCOMPLETE grade with the time stipulated by the school, or 120 days whichever comes first, or required withdrawal is due to official separation, confinement, or similar administrative action by my commander for disciplinary or fraudulent causes). Reimbursement for failures may be waived if extenuating circumstances prevent successful completion (i.e., death of a family member, illness/hospitalization, etc.). I authorized the amount of TA paid to me to be recouped from my military pay if it is determined that my withdrawal or failure to complete the course(s) and/or actions necessary to complete the TA process was due to circumstances within my control. _____ INITIAL
- c. I understand that I will not have to reimburse the Army if I withdraw for reasons beyond my control as certified by my commander, i.e., emergency leave. Regardless of the reasons, I will advise the education center of any intent to withdraw from a course for which I am receiving TA. _____ INITIAL

5. I AGREE TO THE ABOVE CONDITIONS FOR THE USE OF TUITION ASSISTANCE AS VERIFIED BY MY SIGNATURE BELOW.

PRINT NAME and SSN (FIRST, MI, LAST)

SIGNATURE

DATE

Revised Copy (01 October 2004)

Figure 6

JOHN DOE
123-45-6789
ANYWHERE USA

LOAN AGENCY
ANYWHERE USA

DEAR SIR:

Pursuant to the provisions found in The Federal Register, Volume 51, Number 217 dated November 10, 1986, Section 682.209, "The borrower may prepay the whole...without penalty. Unless the borrower requests that the lender credit the prepayment to future installments, the lender shall credit the entire payment to unpaid principal."

With this correspondence, I am requesting that the lump sum distribution made by the National Guard on my behalf be applied to future installments as they become due, and that I be relieved of that responsibility until such time that the distributions are depleted.

Thank you for your time and assistance in this matter.

Sincerely,

John Doe

Sample request for student loan repayment be made to future installments

MEMORANDUM FOR Annual Loan Repayment

Service Members Entitlement Date: _____

SECTION 1 – SERVICE MEMBER INFORMATION

Service Members Name: _____ SSN: _____

Service members Address: _____

Service members Telephone Number __ (____) _____

Service Member’s Authorization: “I authorize the release of my financial data by lender/holder to complete entries in SECTION III.” _____
(Signature)

Loan Holder: _____

Loan Holder Address: _____

SECTION II – UNIT CERTIFICATION

The undersigned certifies that the above Service Member is a satisfactory member of this unit: _____

Signature of Unit Commander / Representative: _____

SECTION III – LOAN HOLDER CERTIFICATION

Type of Loan: _____

Date of Loan: _____ Loan Status: _____

Is Loan in Default?: _____ Loan Account Number: _____

Original Loan Amount: \$ _____ Current Principal Balance: \$ _____

Interest Due: \$ _____ From Date: _____ To Date: _____

Capitalized Interest Due: \$ _____ From Date: _____ To Date: _____

Outstanding Balance: \$ _____

Name and Address of Institution where Payment is to be sent: _____

Date and Signature of Loan Holder Representative: _____

Return to State Incentive Manager: OTAG
ATTN: CAMP-CE, SFC Toni L. Jaffe
P.O. Box 269101, Box 19
Sacramento, CA 95662

Data Required by the Privacy Act of 1974 (5 U.S.C. 552a) Authority: 5 U.S.C. 301

NOTE: This Privacy Act Statement applies to all information on this form.

a. **PURPOSE:** To authorize reimbursement of the GRE General/GMAT administered at national test centers.

b. **ROUTINE USE:** Use of the Social Security Number is necessary to make positive identification of an individual's record.

c. **MANDATORY OR VOLUNTARY DISCLOSURE AND RESULT OF FAILURE TO PROVIDE INFORMATION:** Disclosure of all information, including Social Security Number is voluntary. **Failure to provide all information** listed on the form will complicate, delay, or possibly prevent the administrative actions necessary for reimbursement.

Instructions for using the GRE General/GMAT Reimbursement Form

DANTES Test Control Officer	Examinee
<p>Please refer to the <i>DANTES Examination Program Handbook</i> for reimbursement responsibilities and instructions.</p> <ul style="list-style-type: none"> • GRE Chapter 7, pages II-7 through 9 • GMAT Chapter 8, pages II-6- through 8 	<ul style="list-style-type: none"> • Contact the nearest DANTES Test Center after receiving the OFFICIAL GRE General or GMAT Score Report (approximately 2 weeks after testing; allow longer for overseas testing). • Fill out the DANTES GRE General/GMAT Reimbursement Form. • Ensure the DANTES TCO (not Prometric Test Center personnel) completes and signs the form. <p><u>Credit Card Payment</u> ETS/CGI credits the examinee's credit card account.</p> <ul style="list-style-type: none"> • Must be the same credit card initially charged. • Allow 2 monthly billing cycles AFTER the form is received at ETS/CGI for the credit to appear. <p>Examinees should not inquire about the status of their reimbursement until after they have thoroughly reviewed their credit card statements for the 2 previous months.</p> <p><u>Check or Money Order Payment</u></p> <ul style="list-style-type: none"> • ETS/CGI sends the examinee a reimbursement check approximately 8 weeks AFTER receipt of the reimbursement request.

This form is DANTES stock number 1273 and may be ordered by sending the DANTES Material Request Form to Defense Activity for Non-Traditional Education Support, Code 10L, 6490 Saufley Field Road, Pensacola, FL 32509-5243.

REQUEST FOR ARMY/AMERICAN COUNCIL ON EDUCATION REGISTRY TRANSCRIPT

For use of this form, see AR 621-5; the proponent agency is ODCSPER.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 10 USC, Section 4302.
ROUTINE USES: Upon initiation of individual.
PRINCIPAL PURPOSE(S): To enable the Army/American Council on Education Registry Transcript System (*AARTS*) to access its computerized files, retrieve data, and produce a transcript for forwarding to individual or other addressee designated by the individual. Use of Social Security Number is necessary to make positive identification of individual and records.
DISCLOSURE: Voluntary. Failure to provide required information will complicate, delay, and/or prevent administrative actions needed to produce the transcript and forward it to desired addressee.
ELIGIBLES: (1) **ONLY** Regular Army (*RA*) enlisted soldiers and veterans whose Basic Active Service Dates (*BASD*) fall on or after 1 October 1981.
 (2) **ONLY** Army National Guard (*ARNG*) enlisted soldiers and veterans on active rolls as of 1 January 1993 whose Basic Pay Entry Dates (*BPED*) fall on or after 1 October 1981.

MAIL TO: AARTS Operation Center, Fort Leavenworth, KS 66027-5073
 FAX TO: AARTS Operation Center, Commercial (913) 684-2011 or Autovon 552-2011

1. SSN	2. NAME (<i>Last First, MI</i>) (<i>List in parentheses other last names used</i>)
--------	----------------------------------------------------------------------------------------

3. ENLISTED RANK	4. DATE OF BIRTH	5. SIGNATURE
------------------	------------------	--------------

6. ENLISTED STATUS <input type="checkbox"/> ACTIVE <input type="checkbox"/> VETERAN <input type="checkbox"/> ARMY NATIONAL GUARD	7.a. ENLISTMENT DATE (<i>BASD OR BPED</i>) (<i>Must be on or after 1 Oct 81</i>)	b. ETS DATE
----------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------	-------------

8. FOR YOUR PERSONAL COPY/ARMY EDUCATION RECORD a. SEND TO b. MAILING ADDRESS (<i>Include ZIP Code + 4</i>)	9. FOR YOUR OFFICIAL COPY a. SEND TO (<i>REGISTRAR, PERSONNEL OFFICER, OR EMPLOYER</i>) b. NAME OF COLLEGE, EMPLOYER, OR OTHER RECIPIENT c. MAILING ADDRESS (<i>Include ZIP Code + 4</i>)
-------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

10. FOR OFFICIAL USE ONLY

a. RESEARCH RECORD

b. CROSS REF ID #	c. DATA ENTRY				
A	INITIATOR	ID #	C	FICE CODE	ID#
S			D		

Figure 12



ARNG Education Support Center
APPLICATION FOR ASSESSMENT OF MILITARY EDUCATION AND TRAINING

Toll Free: 1-866-628-5999
Commercial: 1-501-212-4940
DSN: 962-4940
Fax: 1-501-212-4928
ESC Email: esc@ngpec.org
Box 101
Camp Joseph T. Robinson
North Little Rock, AR 72199-9600

Applicant: _____
First Name MI Last Name Social Security Number

Gender: M [] F []
Maiden Name Nickname

Applicant's Address: _____
Street or P.O. Box Apartment Number
City State Zip Code

Applicant's Telephone: (____) _____
Work number: May we contact you at work? Yes [] No []
(____) _____
Home number: Best time to call? AM [] PM []

Pay Entry Base Date: _____ Date of Birth: _____
MM / DD / YY MM / DD / YY
MOS: _____ Pay Grade: _____

Applicant's E-mail Address: _____
Work E-mail Address May we contact you at work? Yes [] No []
Home E-mail Address

Applicant's status with the Army National Guard: (This will be verified prior to processing)

- [] Army National Guard Soldier (M-Day) [] Army National Guard (AGR)
[] Spouse of an Army National Guard Soldier (Sponsor's SSN: _____)
[] Civil Service Employee of the Army National Guard

Educational Background & Goal:

- 1. Have you taken courses through a College or University? Yes [] No []
(List each College/University attended. In order to process we will need a transcript from each institution.)
a. _____ b. _____ c. _____
2. If you have a degree, please complete the following:
College Name _____, Degree Awarded _____, Year Awarded _____
3. What level of degree are you seeking now? [] Associate [] Bachelor [] Master/PhD
4. Preferred Area of Study: [] MOS-Related Degree [] Fastest Track [] Subject _____

In signing this section, the applicant indicates that the information listed on this form is true and accurate: _____
Applicant's Signature Date

In accordance with the Family Education Rights and Privacy Act of 1974, the applicant grants permission for the ARNG ESC to discuss personal education information with state Education Services Offices and partnership institutions offering military credit recognition degree programs. Personal information shall not be given to other institutions or to a third party without the applicants written permission.

Figure 13

Please answer the following questions. In order to ensure the accuracy of your assessment and degree plans, we will process your application upon receipt of the documentation requested.

If you are seeking information on a Master's or PhD program we will only need documentation of your graduate work, please call us with any questions.

Why are you seeking a degree? Advancement in civilian career
 Advancement in military career Transition to officer

How did you hear about us? _____

YES NO

Did you serve in the Active Army or the ARNG prior to 1981 or have you ever been a Warrant or Commissioned Officer?

If yes, send a current copy of DA form 2-1.
(You may also want to send 1059s or course certificates for courses not reflected on your DA form 2-1.)

Did you serve in any branch of the military other than the ARNG, Active Army or Army Reserve?

If USAF, send copy of CCAF Transcripts.
(You may request a copy of your CCAF transcript at the following address:
CCAF/RRR, 130 West Maxwell Blvd., Maxwell AFB, AL 36112-6113)
 If USN or USMC, send a copy of your SMART Transcript or a DD-214.
(You may request a copy of your SMART transcript from the Navy College Center at
1-877-253-7122)
 If USCG, send a copy of your DD-214.

Have you taken courses at a college or university?

If yes, send a legible copy (front and back) of transcripts from each college/university attended.
(We do not accept grade reports or student printouts from college web sites.)

Have you taken college level examinations (CLEP, DSST, Excelsior College Exams, DLPT, etc.)?

If yes, send a copy of your score reports.
(If you took college level exams at a Military testing center the scores should be reflected on your AARTS transcript)

Do you have a professional certification or license?

If yes, send a copy (front and back) of the license or certificate.

Have you taken any civilian courses that may have been evaluated by the America Council on Education (Microsoft, New Horizons, Harcourt, National Fire Academy, etc.)?

If yes, send a copy of the course completion certificate.

ARNG ESC Form 1560/64A (1 August 2003)

Figure 13 (Continued)

Sample Letter to College Administrators

Name of College

College Address

City, State, Zip

Dear College Administrator:

I, _____, SSN: _____ request cancellation of my <school term> enrollment and that all charges incurred be waived for this term. The reason for this request is the activation of my <NG/Reserve unit> for <reason for mobilization>. A copy of my order to active duty is attached.

The U.S. Department of Education issued guidance to colleges and universities strongly encouraging them to provide full refunds of tuition and other institutional charges to those students forced to withdrawal to fulfill their military obligation. Furthermore, the <Education Office> has issued guidance to <state> National Guard units concerning those individuals enrolled in college under the <state> tuition assistance program (where applicable). To discuss this guidance, please contact the Education Office at <telephone/email>

Thank you for your consideration in this matter and I hope to return to classes as soon as I am released from active duty.

Sincerely,

Soldier's Signature

Enclosure: Soldier's Orders

<state>

Printed Name of Soldier

Soldier's Street Address

City, State, Zip

Date

Figure 14

Sample Letter to Lending Institutions

Name of Lender

Lender's Address

City, State, Zip

Dear Loan Administrator:

I _____, SSN: _____ have been ordered to active duty for <reason for mobilization>. A copy of my order to duty is attached. I request that my student loan(s) if in an in-school status, an in-school deferment status, or in a grace period status remain in that status during my period of active duty. I also request the appropriate time for me to resume enrollment in the next regular enrollment period that is available.

If my loan(s) are in a repayment status, I request forbearance for the period indicated on my attached orders.

Should you have any questions please contact the Education Office at <telephone/email>

Sincerely,

Soldier's Signature

Enclosure
Soldier's Orders

CF:

Unit

Figure 15

Activation and Mobilization Checklist

1. Notify the school and your professor/instructor that you have been activated and present the appropriate administrator with a copy of your orders.
2. Be sure to make contact either in person or via telephone. Leaving a voicemail or email message is insufficient because further information may be required.
3. Keep a record of names, dates, individuals, and a brief summary of your conversations with the school and lending institution.
4. Notify your school's VA counselor that you have been activated and present your activation orders. Discuss the appropriate course of action with the VA Counselor.
5. Contact your student loan lender. It is your responsibility to follow through with any procedure the lender indicates.
6. Call your Education Office. If you encounter any problems resolving your academic status, request assistance from your Education coordinator.

Note: To ensure proper credit and to prevent any financial loss to the soldier, these steps must be completed prior to departure.

For more information and sample letters to institutions go to:

<http://www.soc.aascu.org/socguard/ActMobil.html>

Figure 16